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MEMORANDUM FOR: Executive Director-Comptroller

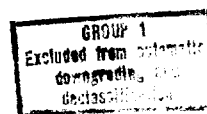
SUBJECT : Language Development Program--  
A Report on a Project by the Office  
of Training to Verify Language  
Proficiency Claims

REFERENCE : Memo to Deputy Directors from  
Ex. Dir. -Compt. dtd 7 Mar '69,  
same subject

1. Pursuant to your request contained in referent memorandum to provide your office with a status report on untested language proficiency claims, I am pleased to outline here the main features of an extensive administrative and testing effort currently being made by the Office of Training to verify language proficiency claims.

2. On 29 August a specially developed Language Proficiency Inventory Card, copy attached, was sent through component Training Officers to 4,163 individuals whose names were listed in the Language Qualifications Register (LQR) as having proficiency in a foreign language. The LQR was current through 31 July 1969. Each recipient was asked to record on this pre-printed card his preference regarding validation of untested language claims by tests or, optionally, disclaiming previously claimed proficiencies. The card also provided space to effect deletion of proficiencies recorded in the LQR by error. All cards were to be signed and returned to the OTR Project Coordinator via the component Training Officer. By arrangement with the Office of Personnel, Training Officers are to forward the Language Proficiency Inventory Cards on employees serving overseas to the Central Processing

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Branch. This procedure will ensure that returning personnel will receive a card and appropriate instructions during in-processing. Presently, there are approximately [REDACTED] employees professing language proficiency--according to the LQR--now assigned to overseas stations. All completed cards are sent to the Qualifications Analysis Branch, Office of Personnel, for processing into the Language Qualifications Record.

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25X9 3. Through 17 September, [REDACTED] completed cards were returned to the Project Coordinator. Exclusive of the [REDACTED] cards ear-marked for personnel presently overseas, this number represents about 59 percent of the [REDACTED] cards distributed to Headquarters [REDACTED] 25X1A personnel or approximately [REDACTED] cards dis- 25X9 tributed on 29 August. Individuals electing an examination to validate claims of ELEMENTARY, or better, were asked to arrange testing appointments with the Language School by 15 September 1969. To date, 369 employees have made arrangements to be tested. Additionally, a significant number of individuals claiming a proficiency of SLIGHT have been tested, or scheduled for testing, although first priority was assigned to personnel with claimed proficiencies at the ELEMENTARY, INTERMEDIATE, HIGH, and NATIVE levels. Beginning in January 1970, a concentrated effort will be made to evaluate the remainder of untested claims in the SLIGHT category.

4. Considerable progress has also been made in the two other important areas of the Language Development Program mentioned in your memorandum--identification of position language requirements and language training requirements. All Directorates have now identified staff positions which require language competence. This information will be sent to the Office of Personnel for incorporation into the Position Control Register. Additionally, the Office of Training has received language training requirements from the Plans and Support Directorates indicating that the majority of requirements are now a matter of record. This information will be extremely helpful in making the most efficient and economical use of our facilities and instructor personnel.

5. A comprehensive report summarizing position and training requirements and the status of proficiency testing will be submitted to you by 15 January 1970, as requested in your memorandum.

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[REDACTED]

Chairman,  
Language Development Committee

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